



10

# TOPICS IN A *good* DATA MANAGEMENT PLAN *template*

1

## PRE-PROJECT ACTIVITIES

Questions about necessary pre-project activities: planning, budgeting, ethical & legal constraints, responsibilities.

2

## COSTS

Questions on data management related costs, e.g. costs of data storage, transcription, anonymisation, archiving, training et cetera.

3

## DATA COLLECTION/REUSE

Questions on all aspects of data gathering: types and sources of data, volume, file formats, quality assurance, sustainability, reproducibility, required software.

4

## DATA DOCUMENTATION

Questions on the description of data, metadata standards, interoperability: required for FAIR data.

5

## STORAGE & ORGANISATION

Questions on storage facilities, backups, file structure, file names, versioning.

6

## ACCESS TO DATA

Questions on what data will be accessible during the project to which project team member, and about the prevention of unauthorised access.

7

## SHARING & PUBLICATION

Questions on sharing of data, if any, with others during and after the project; reuse potential; findability.

8

## ARCHIVING OF DATA

Questions on the where and how of data archiving, retention periods, licences, persistent identifiers.

9

## ETHICAL & LEGAL ASPECTS

Questions on ethical and legal aspects of data collection, storage, sharing, publication and archiving - including privacy and intellectual property rights.

10

## GENERAL INFORMATION

Questions about the research project, updates and versioning of the data management plan.

